

## **Appendix C. Guideline for Community Meeting Presentations**

1. Overview of the project
  - a. Under contract with Alameda County Congestion Management Agency. Study also sponsored by AC Transit, Metropolitan Transportation Commission, local cities and County.
  - b. Background: Why is study being done? MTC Lifeline Report
  - c. What we're doing in this community
  - d. Focus: Access to transit for jobs and services, pedestrian needs, cost of transportation
  - e. Community-Based Plan: Based on community priorities and involvement
  - f. Goal: A plan with alternatives that can be implemented with potential funds identified
  - g. Schedule: Project completed by January.
2. Team Members
  - a. Team comprised of community members and consultants.
  - b. Project being undertaken simultaneously in South Hayward and Cherryland/Ashland.
3. Issues Discussion (If time, use focus group guide)
4. Survey Feedback Forms (If appropriate)
  - a. Will community contacts distribute these to clients, members, etc. Collect them and get them back no later than October 1 (or later date, depending on presentation date).
  - b. Suggestions on getting comments and "getting the word out"?
5. Future Meetings
  - a. Opportunities for us to present in the future?
  - b. Copy of sign-in list so we can contact you in the future and keep you informed of project progress? We'll have an e-mail distribution list and web page.